



BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

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VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411

March 10, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CONFLICT OF INTEREST AND DISCLOSURE CODES (ALL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Los Angeles Unified School District, Newhall County Water District and Walnut Valley Unified School District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the newly adopted or amended Conflict of Interest and Disclosure Codes for the department/agencies listed below, pursuant to Government Code Section 87300.

Los Angeles Unified School District

- School Principals were successful in appealing their broader disclosure requirement in the current district's code. Both the Principals and the District provided the Code Review Panel with ample evidence to support narrower disclosure.

Newhall County Water District

- Adds *Director of Finance Administration* to the code.
- Deletes *Auditor*. The position was deleted from the budget.
- Expands the disclosure of *Member, Board of Directors*.

The Honorable Board of Supervisors
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Walnut Valley Unified School District

- Deletes an obsolete disclosure category from the code.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

Violet Varona-Lukens

Executive Officer

Attachments (3)

c: Chief Administrative Officer
County Counsel

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Conflict of Interest Code
of the

LOS ANGELES UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the Ethics Office. The Ethics Office shall make and retain a copy of all statements filed by its Board Members and Superintendent and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The Ethics Office shall retain the originals of statements for all other Designated Positions named in the Los Angeles Unified School District's conflict of interest code. All retained statements, original or copies, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “A”

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

The Political Reform Act defines investment as following:

“Investment” means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest, if the business entity or any parent, subsidiary, or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds one thousand dollars (\$1,000). The term “investment” does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any other bond or other debt instrument issued by any government or government agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT "A" (Continued)

"Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, including any community property interest in the income of a spouse. Income also includes any outstanding loans. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income from any Los Angeles Unified School District employee, any representative or association of such employee; and business positions or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>POSITION TITLE</u>	<u>CATEGORIES</u>
Member, Board of Education	1,2,3
Superintendent of Schools	1,2,3
Deputy Superintendent	1,2,3
Local District Superintendent	1,2,3
Chief of Staff	1,2,3
Personnel Commissioners	4,5
Assistant Superintendent	1,2,3
Associate Superintendent	1,2,3
Executive Administrator, Educational Issues	4
General Counsel	1,2,3
Chief Advisor, Chandra Smith Consent Decree	4,5
Administrative Coordinator, Special Education Employment Ops.	4,5
Staff Counsel	4
Director, Partnerships and Adopt-A-School Program	4
Director, Student Medical Services	2,3
Administrator, Personnel Services & Research	4,5
Administrative Coordinator, Staff Relations	4,5
Director, Administrative Academy	4
Director, Language Acquisition	4
Director, High School Programs	4

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

Director, Middle Schools Programs	4
Administrator, Student Auxiliary Services	4
Dir., Elementary Reading Standard-Based Promotion Program	4
Director, Arts Education	4
Director, Interscholastic Athletics	1,2,3
Administrator, Certificated Employment Operations	4,5
Administrator, Adult & Occupational Education Division	1,2,3
Director, Professional Development	4
Coordinator, Teacher Support	2,3
Director, Information Management	4
Director, School Management Services	1,4
Coordinator, Standard English Language Learners	4
Director, Integrated Health Partnerships	4
Director, Specially Funded Programs, Compliance & Technical Support	4
Principal	4
Director, Special Education Related Services	4
Director, School Services Local District	4
Administrative Coordinator, Certificated Personnel	4
Administrative Coordinator, Early Education	4
Coordinator, Physician Services	2,3
Director, Elementary Mathematics Program	4
Director, Secondary Mathematics Program	4
Director, Elementary School Information Systems	4

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

Director, Instructional Support Services, Local District	4
Director, Pupil Services	4
Director, SB 1X	4
Procurement Officer	2,3
Purchasing Services Manager	2,3
Real Estate Project Director	1,2,3
Budget Director	4
Controller	2,3
Chief Financial Officer	1,2,3
Chief Administrative Officer	1,2,3
Director (Branch, Classified)	2,3
Deputy Director (Branch, Classified)	2,3
Financial Planning Manager	4
Manager, Computer Repair Services	4
Manager of Data Processing Operations	4
Chief Technology Officer	2,3
Computer Network Administrator	4
Information Systems Support Administrator	4
Financial Manager	4
Special Assistant to the Inspector General	4
Inspector General	2,3
Deputy Inspector General	2,3

LOS ANGELES UNIFIED SCHOOL DISTRICT**EXHIBIT “B” (Continued)**

Assistant Inspector General, Investigations	4
Audit Manager	1,2,3
Assistant Inspector General, Audits	1,2,3
Director of Design and Inspection	1,2,3
Local District Project Manager, Existing Facilities	1,4
Senior Facilities Project Manager	1,4
Facilities Project Manager II	1,4
Facilities Project Manager I	1,4
State Building Program Coordinator	1,4
Chief, Public Works Contracts	1,2,3
Assistant Chief, Public Works Contracts	1,2,3
Facilities Project Director	1,4
Manager, Relocatable Housing Program	1,4
Director of Environmental Health and Safety	4
Area Facilities Services Director	4
Complex Project Manager	1,4
Deputy Chief Executive, School Building Planning	1,2,3
Chief Procurement Officer	2,3
Chief Facilities Executive	1,2,3
Chief Information Officer	2,3
Director of Communications and Media Relations	4
Director of Modernization, Existing Facilities	1,4

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

District Business Manager	2,3
Director of Facilities Support Services	1,4
Deputy Director, Modernization--Existing Facilities	1,4
Director of Real Estate	1,4
Local District Facilities Director	1,4
Design Director	1,4
Director of Master Planning and Demographics	1,4
Director of Facilities Grants and Funding	1,4
Senior Technical Project Manager – Facilities	4
Special Assistant to Chief Facilities Executive	1,4
Architectural selection coordinator	1,4
Director of Legislative Affairs & Governmental Relations	2,3
Special Facilities Project Manager	1,4
Director of Project Management-New Construction	1,4
Deputy Director Of Project Management-New Construction	1,4
Facilities Information Systems Projects Administrator	4
Deputy Chief Executive-Facilities	1,2,3
Director of Operations - New Facilities	1,4
Director of Facilities Programs	1,4
Director of Facilities Projects	1,4
Ethics Officer	4
Business Manager	2,3
Deputy Business Manager	2,3

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

Technology Manager, Business Services Division	4
Executive Officer of the Board of Education	4
Assistant Budget Director	4
Director of Management Services	4
Director of Equal Opportunity Programs	4
Contracts Supervisor	2,3
Director of Translations	4
Assistant Translation Director	4
Manager of Telecommunications	4
Director of Real Estate and Asset Management	1,4
Deputy Director., Real Estate and Asset Management	1,4
General Manager, KCLS	2,3
Realty Agent	1,2,3
Adult Education Administrative Specialist	1,2,3
Medical Director of Employee Health Services	2,3
Director of Programming and Operations	4
Translations Unit Supervisor	4
Deputy Director, Maintenance & Operations (Operations Services)	1,4
Deputy Director of Maintenance and Operations	1,4
Deputy Director, Maintenance & Operations (Planning, Standards)	1,4
Area Maintenance and Operations Director	4
Assistant Director, Central Facilities Services	4
Chief of Police	1,2,3

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

Food Services Administrative Manager	4,5
Nutrition Services Manager	4
Cafeteria Equipment Services Manager	4
Food Production Manager	4
Reprographic Services Manager	4
Director of Information Systems	4
Personnel Director	4,5
Deputy Personnel Director	4,5
Personnel Services Manager	4
Director of Program Evaluation and Research	4
Chief Personnel Analyst	4
Director of Purchasing	2,3
Principal Procurement Officer	2,3
Director of Contracts Administration	2,3
Director of Materials Management	2,3
Buyer	2,3
Produce Buyer	4
Vendor Services Manager	4
Supervising Purchasing Services Coordinator	2,3
Purchasing Services Coordinator	2,3
Staff Development Coordinator (LA's BEST)	4
Deputy General Counsel	1,2,3
Assistant General Counsel	4

LOS ANGELES UNIFIED SCHOOL DISTRICT

EXHIBIT “B” (Continued)

Associate General Counsel	4
Transportation Planning Manager	4
Transportation Services Manager	4
Regional Transportation Manager	4
Truck Operations Manager	4
Fleet Maintenance Manager	4
Bond Oversight Committee Members	4
Consultants	6

Amended:

Conflict of Interest Code
of the
NEWHALL COUNTY WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

NEWHALL COUNTY WATER DISTRICT

EXHIBIT "A"

Types of business entities, business positions investments, sources of income or real property reportable, according to disclosure categories set forth for the designated position as listed on Exhibit B.

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the District, except personal residences. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more miles than two miles outside the boundaries of the District or within two miles of and land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose in accordance with this Code, all income from, investments in, and business positions with businesses that produce products or provide services of a type utilized by the District including but not limited to the areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water of power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; and office equipment or office supplies.

CATEGORY 3

Persons in this category shall disclose, in accordance with this Code, all investments. The term "investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater. (Government Code Section 82034).

NEWHALL COUNTY WATER DISTRICT

EXHIBIT "A" (Continued)

Persons in this category shall disclose all income received from, or business positions with, any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

CATEGORY 4

Persons in this category shall disclose, in accordance with this Code, all investments in, or business positions with, and income from all banks, savings and loans, investment companies, and underwriters.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the General Manager of the District.

NEWHALL COUNTY WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of Board of Directors	1, 3
General Manager	1, 3
Director of Finance/Administration	3
Consultant	5

Effective:

Conflict of Interest Code
of the

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

The Political Reform Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds one thousands dollars (\$1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond other debt instrument issued by any government or government agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

EXHIBIT "A" (Continued)

CATEGORY 3

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

"Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes any outstanding loans. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Trustees	1, 2, 3
Superintendent	1, 2, 3
Asst. Supt. Fiscal & Facilities Management	1, 2, 3
Asst. Supt. Educational Programs & Services	4
Asst. Supt. Personnel & Staff Development	4
Consultant	5

Effective: